

JUDICIAL CLERKSHIPS

RHODE ISLAND SUPREME COURT TRIAL COURT LAW CLERK DEPARTMENT CLERKSHIPS

2017-2018 TERM

Recent law school graduates and third year law students with outstanding academic records and excellent research and writing skills are invited to apply to serve in the Rhode Island Supreme Court Trial Court Law Clerk Department, which serves Rhode Island's trial courts.

Job Description: a department of sixteen law clerks serves the Superior, the District, and the Family Courts and the Rhode Island Traffic Tribunal. Eleven law clerks are based in Providence, and five law clerks are assigned among the county courthouses and the Garrahy Judicial Complex. The law clerks do legal research and writing in the areas of civil, criminal, family, administrative, and zoning law. Specific duties include preparing research memoranda and writing draft decisions.

Salary and Benefits: \$55,040.00 with six-month step increase; Health, Dental, and Vision Plan; Pension

Trial Law Clerk Term: August 28, 2017 - August 24, 2018

Application Deadline: Postmarked by October 7, 2016;
letters of recommendation arriving separately will be accepted until October 14, 2016

Application Materials:

Cover letter indicating you are applying for a **Trial Court Clerkship**

Résumé

A copy of your official law school transcript (incomplete, unofficial transcripts may be submitted and later supplemented by complete, official transcripts when available)

Two letters of recommendation, one from a law school professor who can comment on your writing and academic skills

Two full-length writing samples (one designated as primary and one as secondary), both only minimally edited, if at all, with extent of editing acknowledged.

We will notify you by email upon receipt of your application. It is your responsibility thereafter to verify that all materials are received by the application

deadline. Your file will not be considered complete until we have received all the listed materials. Incomplete applications will not be considered.

You will be contacted by email no later than January 13, 2017, if you have been selected for an interview.

It is preferred, but not required, that application materials be sent in one mailing. Submissions by email or fax will not be accepted.

Send application materials to

Trial Court Law Clerk Department
c/o Chief Justice Paul A. Suttell
Rhode Island Supreme Court
250 Benefit Street
Providence, RI 02903

For additional information or questions regarding the application requirements, email cfargnoli@courts.ri.gov

The Supreme Court is an equal opportunity employer and encourages all interested parties to apply